



HEALTH AND HUMAN SERVICES DEPARTMENT
1000 Commonwealth Avenue
Newton, MA 02459-1544
Telephone 617.796.1420 Fax 617.552.7063
TDD/TTY 617.796.1089



Public Health
Prevent. Promote. Protect.

PTO Sponsored Bake Sales Guidelines

Under Massachusetts General Law, non-profit organizations, such as PTO's are excluded from obtaining a food permit when selling **ONLY** Non-TCS (Time / Temperature Control for Safety Food) (formally known as Potentially Hazardous Food (PHF)) baked goods.

The following are recommendations from the Newton Health and Human Services Department:

- Sell only Non-TCS baked goods such as brownies and cookies. Avoid items which contain cream, custard or anything which requires refrigeration.
- Ingredient list should be on site and available. Known allergens should be clearly identified. If the ingredients are not known, do not guess.
- Baked goods should be covered to protect against customer contamination. Individually wrapping the products is recommended.
- Donators and servers who are making and serving the food products should not do so if they are ill.
- Bare hand contact should not be used to handle unwrapped baked goods. Non-latex gloves, deli tissues or utensils can be used.
- Practice proper hand washing: With warm water, lather hands with soap vigorously, pay attention to fingertips for 20 seconds. Rinse and dry with a paper towel. Remember that hands must be washed before and after glove use. Temporary hand washing stations can be used such as a cambro, coffee urn filled with warm water or wipes designed to be used for hand washing.
- Practice proper hygiene: Long hair should be in a restraint, remove wrist jewelry including watches, avoid touching face, eating while serving food, and chewing gum.
- If serving coffee, nondairy creamers are preferred.
- If dairy cream or milk is used, store the container on ice. Maintain the internal dairy temperature of 41°F and below.
- Single service, non-re-useable items should be used such as disposable coffee stirrers, paper cups etc. Store these items upside down, covered etc. to protect against contamination since they cannot be cleaned.

Please remember the Newton Public Schools Guidelines for Life-Threatening Food Allergies - "Eliminate food sales in elementary school stores". While PTO's fundraising bake sales are not "school stores", it is a good idea to restrict students from buying bake sale items before and after school hours.

If there are any questions please call the Newton Health and Human Services Department at 617-796-1420.